

SPECIAL ORDER NO. 26

June 8, 2009

**SUBJECT:** TERRORISM LIAISON OFFICER PROGRAM - REVISED

**PURPOSE:** The Terrorism Liaison Officer (TLO) Program has been revised to allow Area/division commanding officers more flexibility in designating Area/division TLOs.

**PROCEDURE:** The commanding officer of each geographic area and specialized divisions shall designate a minimum of two, and a maximum of five TLOs to represent and disseminate information to their respective divisions.

**NOTE:** The commanding officers shall assign their training coordinators and senior lead officer (SLO) supervisors as TLOs. It is recommended the remaining TLOs be assigned based on their familiarization with intelligence, the intelligence cycle and the concept of intelligence oversight. The remaining TLOs should be assigned irrespective of rank and should possess good communication skills. It is recommended that a TLO be assigned from detectives, patrol and/or specialized units within the division to facilitate the flow of information to their respective entities.

**I. TERRORISM LIAISON OFFICER'S RESPONSIBILITIES.**

The TLO shall be responsible for the following:

- \* Acting as a point of contact with Major Crimes Division (MCD);
- \* Be familiar with reporting of possible terrorist activity as outlined in Special Order No. 11, 2008, *Reporting Incidents Potentially Related to Foreign or Domestic Terrorism*, as well as [www.tlo.org](http://www.tlo.org), which is a direct link for officers and civilians alike to report suspicious activity in their area;
- \* Relaying advisories and other terrorism related information provided by MCD, and the Joint Regional Intelligence Center (JRIC) to Area/division personnel in the form of roll call training at a minimum of once every two weeks, preferably on rotating watches;
- \* In the event of real-time transmission of threat information, utilizing Department communications technologies (ACC, MDC, ASTRO, etc.) to disseminate the information as deemed appropriate;
- \* Informing MCD of TLO personnel changes;
- \* Attending periodic coordination and training meetings; and,

- \* Terrorism Liaison Officers shall attend the California Commission on Peace Officer Standards and Training (POST) certified TLO Basic Course no later than six months after being assigned as a TLO. Currently the training consists of a no cost 8-hour block of instruction. The TLOs shall coordinate with MCD or JRIC to arrange this training.

**Note:** It is important to remember that TLOs are **not** considered intelligence and/or terrorism experts; they are to be trained in terrorism awareness and the proper procedure for reporting the information to MCD and their division. Additionally, they shall be required to be recertified on an annual basis or as prescribed by statute.

Terrorism Liaison Officers are not responsible for collecting and disseminating information to the public regarding terrorism related activity. However, once TLOs receive terrorism related information from MCD or JRIC, they shall notify the Area/division command staff, and as directed, to Area/division personnel, so they may relay pertinent information to officers and/or the community, as appropriate.

## II. AREA/DIVISION COMMANDING OFFICER'S RESPONSIBILITIES.

### A. The commanding officer of each Area shall:

- \* Designate two to five sworn employees as TLOs to represent their respective Area. One of the TLOs shall be the Area training coordinator. The other TLO shall be the SLO supervisor. The remaining TLO positions shall be assigned at the commanding officer's discretion, irrespective of rank;
- \* Ensure that each TLO is properly coordinating with the MCD Terrorism Liaison Section on terrorism-related issues;
- \* Ensure that each TLO is properly coordinating with the JRIC on regional terrorism-related issues;
- \* Ensure an Interdepartmental Correspondence, Form 15.02.00, be generated from the Area/division commanding officer to the Commanding Officer, MCD, designating the respective Area/division assigned TLOs;

- \* Ensure the TLOs attend the POST certified TLO Basic course within six months of being designated as a TLO; and,
- \* Monitor the regular JRIC informational products in regard to terrorism and homeland security issues that may affect their jurisdiction.

**Note:** Commanding officers may consider that officers in their command may have experience, knowledge and/or military experience who may be suitable for the TLO position.

**B. The commanding officer of each specialized division shall:**

- \* Designate two to five employees as the TLOs representing their respective division. One TLO shall be the training coordinator. The chosen TLOs **shall** have overall knowledge of the terrorist issues related to the division;
- \* Ensure that each TLO is properly coordinating with the MCD Terrorism Liaison Section on terrorism-related issues;
- \* Ensure that each TLO is properly coordinating with the JRIC on regional terrorism-related issues;
- \* Ensure an Interdepartmental Correspondence be generated from the Area/division commanding officer to the Commanding Officer, MCD, designating the respective Area/divisions assigned TLOs;
- \* Ensure that the TLOs attend the POST-certified TLO Basic Course within six months of being designated as a TLO; and,
- \* Monitor the regular JRIC informational products in regard to terrorism and homeland security issues that may affect their jurisdiction.

**Note:** Specialized divisions include, but are not limited to, the four bureau traffic divisions; Scientific Investigation Division; Hiring and Evaluation Section of Personnel Group; specialized detective divisions from Detective Bureau (Gang Operations and Support Division); and Special Operations Bureau (i.e., Air Support Division, and Metropolitan Division).

**III. MAJOR CRIMES DIVISION RESPONSIBILITIES.** Major Crimes Division is responsible for the following:

- \* Authorizing terrorism-related advisories, alerts and warnings;
- \* Maintaining a liaison with the Area/division TLOs;
- \* Coordinating regular information-sharing meetings and training for TLOs; and,
- \* Acting as a conduit for information provided by the TLOs to the JRIC.

**Note:** The Los Angeles JRIC is staffed by representatives from several federal, state and local agencies, functions as the fusion center for terrorism intelligence, analysis, and leads the intake for the Federal Bureau of Investigations Los Angeles field office area. This area covers the counties of Los Angeles, Orange, Riverside, San Bernardino, San Luis Obispo, Santa Barbara, and Ventura. The Joint Regional Intelligence Center also serves as the Los Angeles Regional Terrorism Threat Assessment Center (LA-RTTAC) for the State of California. The Joint Regional Intelligence Center TLO Coordination Branch is staffed full-time with sworn federal and local law enforcement personnel, and representatives from each of the TLO disciplines. Its mission is to provide coordination and support to TLOs throughout the region, as well as building and maintaining a cohesive, well-trained team that enhances our ability to detect, deter, and defend against terrorism.

In addition, MCD **shall** act as an intake center for the following:

- \* Information pertaining to possible terrorism or terrorism related activity; and,
- \* Dignitary security issues.

**IV. MAJOR CRIMES DIVISION COMMANDING OFFICER'S RESPONSIBILITY.** The Commanding Officer, MCD, is designated as the Department's TLO Program Coordinator.

- \* The Department TLO Program Coordinator shall exercise Citywide oversight on Area/division TLOs; and,
- \* Ensure that effective communication is maintained between all TLOs and MCD.

**AMENDMENTS:** This Order amends Department Manual Sections 2/295.17 and 4/271.45.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to read 'William J. Bratton', is written over the typed name and title.

WILLIAM J. BRATTON  
Chief of Police

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